



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2021-021

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: September 3, 2021

SUBJECT: Updates to Section 4.20, "Support Recommendations and Order Entry," of the *Michigan IV-D Child Support Manual* and Updates to the Obligation End Date and Emancipation Letter

UPDATE(S):

☒ Manual

☒ Form(s)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces updates that will allow users of the Michigan Child Support Enforcement System (MiCSES) Calculator and the public Calculator to determine the obligation end date for child support obligations, including those with post-majority support.¹

This IV-D Memorandum also announces new options for IV-D offices to generate the *Emancipation Notification Letter* (FEN803). Additionally, the process for MiCSES to generate the FEN803 will be updated to include medical support when MiCSES identifies eligible obligations. There will be no changes to the language or the format of the FEN803.

This IV-D Memorandum discusses updates to:

- The *Order Preparation and Entry* (OPRE) screen, including impacts to the *Member Demographics* (DEMO) screen and the *Uniform Child Support Order* (USO); and

¹ "Post-majority support" means a child support order continues to have a charging obligation past the child's 18th birthday.

- The *Calculation Results* (CALCRSLT) template.²

These updates will be implemented with the MiCSES 10.9 Release on September 10, 2021.

OCS has revised Section 4.20, “Support Recommendations and Order Entry,” of the *Michigan IV-D Child Support Manual* to include the calculation of obligation end dates using the MiCSES Calculator and the public Calculator. It also includes updates to the process for IV-D offices to generate the FEN803. Significant changes to policy in Section 4.20 since its last publication are indicated by a change bar in the right margin of the manual section.

DISCUSSION:

A. Obligation End Dates and Post-Majority Support

The USO currently states that the support obligation ends on the last day of the month of the child’s 18th birthday unless the box for post-majority support is checked. In December 2021, the USO will be automatically populated with the obligation end date from MiCSES for orders that include post-majority support. Michigan law permits post-majority support under certain circumstances³ and requires that a support order that includes post-majority support must have a specific obligation end date.⁴ The obligation end date will be between the child’s 18th birthday and the last day of the month the child graduates from high school, but it will be no later than the last day of the month when the child turns 19 ½.⁵

Prior to the MiCSES 10.9 Release, IV-D staff used other resources to calculate the obligation end dates included in child support recommendations. They did not do this calculation in MiCSES. After the 10.9 release, IV-D staff will be able to calculate the obligation end date in the MiCSES Calculator for obligations that end on the child’s 18th birthday and for obligations that include post-majority support. The obligation end dates and whether post-majority support is included in the obligation will be documented on the OPRE screen in MiCSES.

B. MiCSES Calculator Updates⁶

1. Addition of the *Obligation End Date* Field

² The MiCSES Calculator allows IV-D workers to print the CALCRSLT template.

³ Michigan Compiled Law (MCL) 552.605b

⁴ Ref: MCL 552.605b(3) and [State Court Administrative Office \(SCAO\) Administrative Memorandum \(ADM\) 2014-03, Uniform Support Orders](#), for more information about the USO.

⁵ Ref: [Section 4.20, “Support Recommendations and Order Entry,” of the Michigan IV-D Child Support Manual](#) for information on when to recommend post-majority support.

⁶ Ref: [MiCSES Screen Description: CALC – MiChildSupport Calculator](#) for more information on updates to the MiCSES Calculator. Similar but not identical updates will be made to the public Calculator.

With the MiCSES 10.9 Release, an *Obligation End Date* field will be added to the *Family* tab on the MiCSES Calculator. MiCSES will calculate the obligation end date from either the date of birth or the anticipated graduation date. If the date of birth has not been entered, the *Obligation End Date* field will be blank because the MiCSES Calculator cannot calculate the obligation end date without a date of birth.

Note: If the date of birth is unknown, the IV-D worker can manually calculate the obligation end date using the anticipated graduation date and manually enter the date on the OPRE screen.

If a date of birth has been entered and there is no post-majority support, the *Obligation End Date* field will populate with the last day of the month of the child's 18th birthday.

2. Addition of the *Post Majority* Accordion

The MiCSES 10.9 Release will add a *Post Majority* accordion to the MiCSES Calculator. A IV-D worker will open and complete the *Post Majority* accordion if (s)he determines that recommending post-majority support is consistent with law and policy. The IV-D worker will make selections in the *Post Majority* accordion to indicate whether post-majority support applies and whether the graduation date is known or needs to be estimated.

The *Post Majority* accordion will include the following fields and drop-downs:

- *Post Majority* drop-down;
- *Anticipated Graduation Date* field;
- *Current Grade Level* drop-down;
- *Graduation Month* drop-down;⁷
- *Date of Birth + 18* field (automatically calculated); and
- *Date of Birth + 19.5* field (automatically calculated).

The IV-D worker will enter an anticipated graduation date in the *Anticipated Graduation Date* field, or if the graduation date is not known, the IV-D worker will make selections in the *Current Grade Level* and *Graduation Month* drop-downs so MiCSES can calculate the graduation date. For calculations that include post-majority support, the *Obligation End Date* field will populate with a date between the child's 18th birthday and the anticipated graduation date but no later than the last day of the month the child turns 19 ½.

⁷ The *Current Grade Level* and *Graduation Month* drop-downs will be enabled only when the *Anticipated Graduation Date* field is blank and the graduation date needs to be estimated.

3. Updates to the *Financial* Tab

The MiCSES 10.9 Release will revise a checkbox and informational icon that were added to the MiCSES Calculator's *Financial* tab in the MiCSES 10.8.1 Release.⁸ The checkbox for the Retirement, Survivors, and Disability Insurance Dependent benefit is currently labeled *Benefit recipient is the primary custodian of the children*. After the MiCSES 10.9 Release, the checkbox will be labeled *(Parent A/Parent B) Receives the Children's Benefit*. Additionally, OCS will update the informational icon language for this checkbox to help users understand when to select the checkbox.

C. OPRE Screen Updates⁹

1. Addition of the *Obligation End Date* field and *PM* (Post-Majority) Checkbox

The OPRE screen updates with the MiCSES 10.9 Release include new fields to document the obligation end date and whether post-majority support is included in the obligation. OCS will add the *Obligation End Date* field and the *PM* (post-majority) checkbox to the *Support Setup* tab on the *Select Child and Overnights* table. The *Member ID* field will be removed to accommodate the additions to the table.¹⁰

The *Obligation End Date* field will automatically populate with the obligation end date calculated on the MiCSES Calculator's *Family* tab. The USO will populate with the obligation end date from the OPRE screen. The *PM* checkbox will populate from the selection made on the MiCSES Calculator if the obligation for the child(ren) includes post-majority support.

2. Addition of New Error, Informational, and Warning Messages

All support orders end on the last day of a month. When IV-D staff enter a date in the *Obligation End Date* field that does not fall on the last day of a month, an error message will appear. The IV-D worker will be unable to move forward until (s)he enters the correct date in the field.

When IV-D staff enter a date in the *Obligation End Date* field that is not between the child's age of 18 or 19 ½, an informational message will prompt them to review the field to ensure the date is correct. However, the message will not prevent IV-D workers from moving forward on the screen. In some cases, parties may agree to continue support after the child turns 19 ½.¹¹

⁸ OCS is making these changes as a result of feedback that IV-D workers found the checkbox label and informational icon confusing.

⁹ Ref: [MiCSES Screen Description: OPRE – Order Preparation and Entry](#) for more information on the updates to the OPRE screen.

¹⁰ This field is not being used, and its removal will not impact the functionality of the screen.

¹¹ MCL 552.605b(5)

The emancipation date on the DEMO screen will be updated with the obligation end date from the OPRE screen. When a date already exists in the DEMO screen's *Emancipation Date* field, a warning message will appear. The message will give the IV-D worker an opportunity to review the date and either change or override it.

D. Orders Entered Prior to the MiCSES 10.9 Release

The obligation end date will appear on the OPRE screen only for calculations completed after the MiCSES 10.9 Release. Completed orders signed by a judge and calculations created prior to the MiCSES 10.9 Release will not have an obligation end date on the OPRE screen because the *Obligation End Date* field did not exist at that time. IV-D workers should review calculations that are in progress before importing orders to the OPRE screen. IV-D offices may create procedures to enter the date in the new *Obligation End Date* field on the OPRE screen for orders completed and imported to the OPRE screen before the MiCSES 10.9 Release.

E. DEMO Screen Impacts from the OPRE Screen

The DEMO screen's *Emancipation Date* field will populate with the date from the *Obligation End Date* field on the OPRE screen when IV-D workers click the *To SORD* button on the OPRE screen. The *Emancipation Date* field will then populate the *End Date* fields on the *Obligation Maintenance* (OBLG) screen.

Note: This will occur for every child for whom the *Sel* checkbox is checked on the *Support Setup* tab's *Select Child and Overnights* table on the OPRE screen. An order may have one or more tiered grids.¹² If a child(ren) is on multiple tiered grids, the update will occur to the latest obligation end date for the child(ren) selected.

F. Updates to the *Emancipation Notification Letter* (FEN803) Process

The FEN803 is used to notify parents that the child support obligation is scheduled to end on a specific date. It requests that the parent have the child's school complete a form that provides information about the child's school attendance and graduation. For orders entered before January 1, 2015, information gathered from the FEN803 will give IV-D workers the ability to determine the obligation end date because the USO did not include a specific end date for post-majority support at that time.

Currently, FEN803s are generated on open IV-D cases with a charging child support obligation and a child who is within 60 days of emancipation. With the MiCSES 10.9 Release, the charging obligations that prompt a FEN803 will include medical support

¹² Ref: [MiCSES Quick Reference Guide: OPRE – View, Update, or Reorder Tiered Grids](#) or Section 4.20 of the *Michigan IV-D Child Support Manual* for more information on tiered grids.

obligations. In addition, IV-D offices will have options for when to generate the FEN803 or suppress MiCSES from sending subsequent FEN803s.

1. Options to Generate the FEN803

IV-D offices can select when to generate the FEN803 on the *County Profile Information Editor* (FCPE) screen.¹³ IV-D offices may choose one or none of three options discussed in Subsection 6.1 of Section 4.20.

Note: The FEN803 will continue to generate on all orders with an effective date of January 1, 2015 or earlier because those orders did not always include a specific end date.

If none of the options are chosen, the FEN803 will not generate on any orders with an effective date after January 1, 2015.

2. Option to Suppress the FEN803

MiCSES may generate multiple FEN803s on the same case for the same child if his/her emancipation date in MiCSES is revised – even if that revision is because of the parent’s response to a recently issued FEN803. IV-D offices may choose to suppress subsequent FEN803s from being generated within a defined number of days. The IV-D office will have the option to select the number of days before a subsequent FEN803 will generate on the same case. A IV-D office may choose to suppress a subsequent FEN803 to avoid confusing the parent or because it is unlikely to result in additional useful information. IV-D offices can select this option in combination with one or more of the options for generating the FEN803 referred to above.

G. CALCRSLT Template Updates

The CALCRSLT template includes details about the child support calculation and is used to provide an explanation of the calculation to custodial parties, non-custodial parents, attorneys, and judges. With the MiCSES 10.9 Release, OCS will add the following fields to the *Base Support Calculation* section of the CALCRSLT template:

- *Children* (Child’s first name);
- *Obligation End Date*; and
- *Post Majority*.

For every child included in the calculation, the *Base Support Calculation* section will display the obligation end date. It will also provide a Yes/No indicator in the *Post Majority* field that indicates whether or not the date displayed in the *Obligation End Date* field represents a date beyond the child’s 18th birthday.

¹³ Ref: [MiCSES Screen Description: FCPE – County Profile Information Editor](#) for more information on the FCPE screen.

In addition, OCS will modify two fields to remove *IRS* from the field names. After the MiCSES 10.9 Release, *IRS Filing Status* and *IRS Filing Exemptions* will display as *Filing Status* and *Tax Exemptions*. This change is required because updates to federal tax law eliminated federal tax exemptions.¹⁴

H. Updates to Section 4.20

1. Subsection 3.6, “*Calculation Results (CALCRSLT) Template*”

OCS has updated this subsection to state that the CALCRSLT template indicates when the IV-D worker has determined the obligation end date and whether the order includes post-majority support. The CALCRSLT template also indicates whether one or both parents claim the child(ren) on their federal taxes every year or in alternating years for the Child Tax Credit.¹⁵

2. Subsection 4.2.1, “Order End Dates”

This subsection has been updated with information about the new functionality in the MiCSES Calculator and how it will assist IV-D workers with calculating the obligation end date, including when the obligation includes post-majority support.

3. Subsection 6: *Emancipation Notification Letter (FEN803)*

This new subsection explains the purpose of the FEN803. It also discusses options in MiCSES for generating the FEN803 and suppressing the generation of a subsequent FEN803.

NECESSARY ACTION:

Review Section 4.20 of the *Michigan IV-D Child Support Manual*. For those maintaining a hard copy of the manual, print the manual section and add it to the manual. Discard the previously published version of Section 4.20 (published November 13, 2020).

REVIEW PARTICIPANTS:

Enforcement Work Improvement Team
Establishment Work Improvement Team
Program Leadership Group

¹⁴ Ref: Section 1003 of the [Tax Cuts and Jobs Act of 2017](#) for more information on exemptions.

¹⁵ The Child Tax Credit was originally announced in June 2021 in [IV-D Memorandum 2019-013, Child Tax Credit and Retirement, Survivors, and Disability Insurance \(RSDI\) Dependent Benefits Updates](#) but has been added to Section 4.20 with this revision.

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CC:

None

SUPPORTING REFERENCES:

Federal
None

State
MCL 552.605b

ATTACHMENTS:

Section 4.20: Support Recommendations and Order Entry

CALCRSLT: *Calculation Results* Template

EPF/ALC